



REQUEST FOR PROPOSAL (RFP)
INSTRUCTIONS AND SUPPLEMENTAL CONDITIONS

Project Title: Parking Lot Sealcoating, Striping and Numbering
RFP Number: EQ5P2SSAC-17-0008
RFP Issue Date: Monday, August 14, 2017
Proposal Due Date/Time: Monday, August 28, 2017 at 4:00PM CDT
Building Name: US Customhouse and Motor Pool
Building Number: IL0032ZZ and IL0300ZZ
Address: 610 S Canal Street and 701 S Clinton Street
City, State, Zip: Chicago, IL 60607

PERFORMANCE PERIOD: The Contractor shall be required to (a) commence work under this contract within 1 calendar day after the Contractor receives notice to proceed, (b) prosecute the work diligently, and (c) complete the entire work ready for use no later than 30 calendar days after receipt of on-site notice to proceed. The time stated for completion shall include final cleanup of the premises.

LIQUIDATED DAMAGES: If the Contractor fails to complete the work within the time specified in the contract, the Contractor shall pay liquidated damages to the Government in the amount of \$150.00 for each calendar day of delay until the work is completed or accepted.

PROVISIONS/CLAUSES: Any order that is issued as a result of this RFP will be issued in accordance with all applicable regulations and the terms and conditions of the IDIQ contract. If there is a conflict between a delivery order and the IDIQ contract, the contract shall control.

WAGE DETERMINATION: The Contractor shall comply with the wage determination effective under the IDIQ contract.

PRE-PROPOSAL CONFERENCE: Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local condition that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after award.

A site-visit and pre-proposal conference has been scheduled for August 21, 2017 at 10:00AM CDT. Meet in Room 250 of the US Customhouse.

BONDS REQUIRED (YES OR NO): NO

ACCEPTABLE PROPOSAL PACKAGE: Offerors are cautioned to carefully read the entire solicitation in order to be fully aware of all requirements, provisions, and clauses. Fills-in should be properly completed and verified. All copies should contain the same information. Verify before signing your proposal.

An offeror will not be considered for award if one or all of the information listed below is not submitted with the proposal. Offerors shall submit the following documents with their offer:

RFP Offer Submission Form

Acknowledgement of Amendment(s) – if any

BASIS OF AWARD:

The Government will award an order to the responsible Contractor whose offer, conforming to the Solicitation, represents the best value to the Government based on Total Price and a Non-Price Factor (Past Performance). When combined, the Past Performance is significantly more important than the Total Price. As contractors become more equal in terms of the Past Performance, the Total Price becomes more important.

The Government will evaluate past performance of the offeror on any relevant contract that the offeror currently has or had of which the Contracting Officer has knowledge or obtains knowledge, including but not limited to projects listed in the Past Performance Information Retrieval System (PPIRS).

The contractor shall submit a lump sum price for the work to be accomplished under this RFP. The price will include the contractor's labor, overhead, profit, and all contingencies in connection therewith, as no allowance will be made later for such items. Each contractor's price will be compared to the GCE and each other to determine if the price is fair and reasonable.

POINT OF CONTACT FOR QUESTIONS:

Delia Salazar
(219) 852-2741
delia.salazar@gsa.gov

ORDERING OFFICIAL:

Lisa Gonzalez
(312) 886-4106
lisa.gonzalez@gsa.gov

ATTACHMENTS:

RFP Offer Submission Form
Sketches



**REQUEST FOR PROPOSAL (RFP)
OFFER SUBMISSION FORM**

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Submit To (*Emailed proposals are acceptable*):

GENERAL SERVICES ADMINISTRATION
Acquisition Management Division (AMD)
5400 Federal Plaza, Suite 2100
Hammond, IN 46320

Attention: Delia Salazar
Phone: (219) 852-2741
Email: delia.salazar@gsa.gov

CONTRACTOR (*Name, address, city, state, and zip code*)

Signature: _____

Title: _____

Date: _____

TOTAL PRICE: \$ _____

The Offeror agrees to perform work required at the price specified in strict accordance with the terms of this RFP, if this offer is accepted by the Government in writing.
Acceptance Period _____ (insert acceptance period, if different from below).

Offeror's providing less than 120 calendar days for Government acceptance after the date offers are due will not be considered for award and will be rejected.

SCOPE OF WORK FOR EQ5P2SSAC-17-0008

Parking Lot Sealcoating, Striping, and Numbering

U.S. Custom House, 610 S Canal Street
Motor Pool, 701 S Clinton Street
Chicago, IL 60607

Scheduled Pre-bid Walkthrough: **Monday, August 21, 2017 at 10:00AM CDT**
Meet in Room 250 of the US Customhouse

RFP Closing Date: **Monday, August 28, 2017 at 4:00PM CDT**

PERFORMANCE PERIOD: Upon issuance of the on-site Notice to Proceed (NTP) the Contractor will have 30 calendar days to complete this project.

1. WORK SUMMARY

This project is to apply a new seal coating at the parking lots at 610 S Canal Street and 701 S Clinton Street.

2. INTENT OF WORK

The specifications below are to be used as intent of work to be performed only. Means and methods to complete the work and provide a finished product that meets or exceeds the expectations within these guidelines is the Contractor's responsibility. All work shall be completed in accordance to (with) all applicable, all Federal, State & Local codes and regulations, OSHA safety requirements NEC and NFPA requirements

The Contractor shall coordinate with the Property Management Office to ensure all work performed complies with the building standards.

3. GENERAL INFORMATION

A. Building Access and Hours of Performance

1. Construction will occur over one weekend, scheduled with sufficient time to properly cure prior to traffic on the following Monday morning. In the event of inclement weather, the Contractor will reschedule work with the CO and Project Manager.
2. Scheduling of work shall be coordinated with the Project Manager.
3. Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award. The submission of a proposal shall be conclusive evidence that the contractor has made such an examination. Arrangements for any requested site visits may be scheduled by contacting the Project Manager.
4. Any additional site visits required after the pre-bid walkthrough must be requested via email to the Contracting Officer Representative prior to visit. Such a request must be made with a minimum of 24 hour notice – no exception.
5. Contractors shall come prepared to the pre-bid walkthrough to evaluate all details required to accommodate and complete the SOW as indicated. This shall include, but is not limited to; electrical, mechanical, carpentry, data and communication, etc.
6. Provide not less than seventy-two (72) hours' notice of activities that will affect operations of occupied spaces and building.
7. Maintain access to existing walkways, exits, and other facilities used by occupants during working hours and after hours to the maximum extent possible.
8. The Contractor shall provide not less than 48 hour notice when requesting building access and/or dock access.
Building access requests shall include;
 - o Names of all persons.
 - o Dates and times for accessDock access requests shall include;
 - o Names of driver and passenger(s).
 - o Make and type of vehicle
 - o License plate of vehicle
 - o Delivery date
 - o Time entering/leaving – loading and unloading permitted only

B. Existing Conditions

It is the Contractor's responsibility to fully inspect existing conditions and include in their cost all materials and labor required to provide a complete and operational product meeting or exceeding all Federal Codes and intent of scope.

C. Security Clearance Requirement

Any order that is issued as a result of this RFP shall comply with the security clearance regulations.

D. Request for Information (RFI) / Clarification

The Contractors are encouraged to make requests and/or clarifications a minimum of 48 hours prior to the RFP closing date. Any requests for information or clarification submitted within 48 hours prior to the RFP closing will not constitute extending the RFP closing date.

4. EXECUTION OF SCOPE OF WORK (GC & GSA Responsibilities)

- A. GENERAL** NOT APPLICABLE
- B. DEMOLITION** NOT APPLICABLE
- C. ARCHITECTURAL/CONSTRUCTION** NOT APPLICABLE
- D. ELECTRICAL POWER AND LIGHTING** NOT APPLICABLE
- E. TELECOMMUNICATION** NOT APPLICABLE
- F. MECHANICAL (HVAC)** NOT APPLICABLE
- G. FINISHING** NOT APPLICABLE
 - 1. Contractor shall provide all labor, supervision, materials, equipment, and associated accessories for the complete installation of a new seal coating in the parking lot located on the South and West side of the Customhouse and the entire parking lot of the Motor Pool, including the gated area containing the garage. Work shall include selective demolition, surface cleaning & preparation including all necessary crack fill & minor repairs, installation of new seal coat surface of the existing pavement area with all associated accessories required for a complete system as described herein, and re-striping and re-numbering of all parking spaces.
 - 2. Refer to attached sketches.
 - 3. Sealcoat, patching, crack-fill, and paint material to be of commercial grade appropriate for the lot. Sealcoat must be hot-fluid applied.
- H. FIRE AND LIFE SAFETY** NOT APPLICABLE
- I. ADDITIONAL INFORMATION** NOT APPLICABLE
- J. WARRANTEE/GUARANTEEE** NOT APPLICABLE
- K. BUILDING DRAWINGS** NOT APPLICABLE
- L. CUTSHEETS** NOT APPLICABLE

5. QUALIFICATIONS

A. Quality Assurance

The Contractor shall use adequate numbers of skilled tradesmen who are thoroughly trained, certified and experienced in the necessary crafts, and who are completely familiar with the specific requirements and the methods needed for proper performance of work. All measurements and dimensions shall be field verified by the Contractor, prior to submittal of a bid. Any noticeable discrepancies shall be brought to the attention of the CO or COR immediately. Failure to notify the CO or COR of discrepancies may result in the work being re-done at the Contractor's expense.

Contractor shall conduct a Pre-Construction meeting at Project site prior to doing any work.

Contractor shall conduct a Pre-Installation meeting at Project site to review methods & procedures related to the work including:

1. Review of sub grade & preparation work.
2. Review protection requirements for seal coat work including traffic restriction during installation & remainder of construction period.
3. Review installers personnel, equipment, & facilities needed to expedite progress & avoid delays.

B. Supplies, Materials and Equipment

The Contractor shall furnish all management, supervision, labor, tools, supplies, materials and equipment to perform the services described herein and in accordance with all applicable Federal Codes. Materials, supplies and equipment used shall be commercially available products of reputable manufacturers or suppliers. Provide the Project Manager submittals for approval by the CO or COR prior to starting work.

The Government will not be responsible in any way for damage to or loss of supplies, materials, tools, equipment or personal property belonging to the Contractor, Sub-Contractors or their respective employees.

The Government will furnish all air, electricity, heat and water for the duration of the project.

6. SUBMITTALS

A. Pre-Construction

The required submittals are due 14 calendar days after award of the order, if applicable.

1. Manufacturer's Product Data & MSD Sheets for each type of product indicated. Include technical data of tested physical and performance properties.
 - o Asphalt Emulsion Seal coating
 - o Adhesion Compatibility
 - o Primer (if required)
 - o Aggregate
 - o Additives
 - o Mix Design & Number of coats
 - o Crack Filler & Patching Material
 - o Striping and Numbering Paint
 - o Manufacturer's Approval of each material to be used on this project
2. Manufacturer is registered & approved by DOT of IL (Asphalt Institute).
3. Installer is Manufacturer authorized, trained & approved for this installation.
4. Existing Conditions Description & Document of Accepted as Suitable.
5. Pavement Preparation Description.
6. Application Method & Equipment.
7. Record of Application & Curing Conditions (Ambient & surface temperatures, humidity, upcoming weather conditions, etc.)
8. Shop Drawing indicating pavement extents, lines of concrete slabs, manhole covers & other appurtenances which are to be accommodated.
9. Construction Schedule.

B. Project Specific Safety Plan

1. Provide a job specific safety plan that demonstrates the firm's approach to preventing accidents and injuries with contingency plans for responding to accidents. Provide specific methods for processing correspondence, and for dealing with issues, problems, questions, emergencies and other areas. This plan shall be submitted within 24 hours of notice of award.
2. Submit informational report, including drawings, that indicates the measures proposed for protecting individuals and property. Indicate proposed locations and construction of barriers.

C. Project Construction Schedule / Schedule of Values

1. Provide the Project Manager with a written schedule identifying activities of work from start to finish. This schedule shall be provided prior to starting any work.

D. After Award

1. At the completion of the project and prior to final payment, the Contractor shall provide on their letterhead the following information: Date, Project Name, Project Location, and a written description explaining that all work has been completed in accordance with all federal codes and regulations, NEC codes, and NFPA. All manuals for the proper use and maintenance of the washer, dryer, lint trap, and booster fan will also be provided.

7. WORKMANSHIP

A. Standards of Conduct

1. Maintain standards of competency, conduct, appearance and integrity in his employees at all times.
2. Ensure that employees do not enter any areas where work is not being performed, use government telephones unless specifically authorized by a GSA representative.
3. Relieve an unsuitable or otherwise objectionable employee whose continuing employment on the job is contrary to the public interest or inconsistent with requirements for security.

B. Cleanup and Debris Removal

1. The Contractor shall remove all debris generated in the performance of this contract, daily. The space must be fully operational no later than 5:30AM the following work day of any construction. Upon completion of the work, the Contractor shall remove and dispose of all unused materials, containers, wrappings, cuttings, trimmings and any other debris accumulated as a result of this contract. The Contractor shall make every effort to provide for recycling of all materials utilized during the course of the project.
2. Use of the buildings' trash receptacles is at the sole discretion of the Building Manager. The Project Manager reserves the right to contact the Property Management Office to have the area cleaned and the cost incurred will be deducted from the General Contractor's final invoice.

8. CHANGE ORDERS

Any work outside the intent or scope shall constitute a Change Order. The Contractor shall provide the Contracting Officer Representative (COR) a written explanation of cost. The costs shall be broken out in line items including General Conditions, Materials and Quantity, Labor and Hours, and any other additional line item as required to indicate the complete scope of the change. All Change Orders must be presented timely such that it does not hinder or cause the schedule to increase. Any extension of the project schedule must be noted and an approximate time extension indicated. Failure to indicate time extension will be interpreted as no time extension is required. Work as specified herein must be completed per the date specified regardless of any pending change orders unless otherwise agreed to by GSA and the Contractor.

9. METHOD OF AWARD

The Government will award an order to the responsible Contractor whose offer, conforming to the Solicitation, represents the best value to the Government based on Total Price and a Non-Price Factor (Past Performance). When combined, the Past Performance is significantly more important than the Total Price. As contractors become more equal in terms of the Past Performance, the Total Price becomes more important.

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***All construction for this project must meet ADA requirements.**